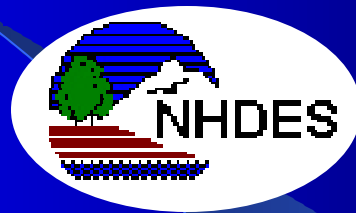


N.H. Petroleum Storage Facility Fund Program - *Guidance Manual*



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LET'S MAKE A DEAL



GAME
SHOW

zonked!!



Decision-Making

- How Do You Make Informed Decisions ?
- Assess Circumstances
- Evaluate Alternatives
- Use Available "Tools" For Assistance



**DOOR NO.1:
\$1 .5M
FOR CLEANUP**



DOOR NO.2:

CLEANUP

COMPLETED



Happy
George

DOOR NO.3: WIN - WIN SITUATION



**GET ALL THREE:
A HOW-TO
MANUAL**

Guidance Manual Structure

- Compilation Of Previous OFDB Publications
- Quick Reference Information
- Seven (7) Information & "How-To" Sections
- Appendix - Cost Tables, Forms, Sample Letters, Statutes, Rules, & Policy Statements
- Program Notes

Program Note: Proof of payment for invoiced costs is not required.

Where-To Find Information

- Section I - Program Overview
- Section II – Key Provisions Of Policies, Rules & Statutes
- Section III - Substantial Compliance
- Section IV - Work Scope Approval
- Sections V & VI - Reimbursable Costs
- Section VII - How-To Secure Coverage

How-To Get Your Money

- Securing State Fund Coverage
- Facility Substantial Compliance
- Release Prevention
- Release Response & Reporting

How-To Get Your Money...

- What To Do If You Have A Release
- Report To DES
- Hire A Contractor/Consultant
- Correct Facility Compliance Deficiencies
- Contact Your Insurance Company
 - ✓ Request Coverage Determination

How-To Get Your Money...

- No Private Insurance?
 - ✓ Notarized Letter
- No Insurance Or Personal Funds ?
 - ✓ "Applicant" Contract
- Limited Private Insurance?
 - ✓ Insurance Pays First, State Fund Is Excess
- Costs Denied By Insurance?
 - ✓ Not Covered By State, Unless Over Coverage Limits

How-To Get Your Money...

- Preparing A State Reimbursement Request
- Who Will Prepare It ?
 - ✓ Options: Owner, Consultant/Contractor, Or "Applicant"
- Assemble Documents - Use The Checklist
 - ✓ Avoid The 10 Common Reasons For Payment Delay

How-To Get Your Money...

- Complete Form (1st Request), Invoice Summary & Cover Letter
- Over Budget ?
 - ✓ Include A Written Explanation Detailing The Circumstances And Incremental Costs
- Problems Or Documents Missing ?
 - ✓ Waiver Request, Call DES For Guidance
- Photocopy For Your Reference

How-To Get Your Money...

- Submit To Joyce Bledsoe, P.G.
- Can I Re-Submit Denied Costs ?
 - ✓ Yes, Include Supporting Documentation
- Limits On Number Of Requests ?
 - ✓ No, But 1 Per Month Is Reasonable
- Rights Of Appeal ?
 - ✓ Yes, Informal Appearance Or Hearing

Summary

- Remember
 - ✓ Make Informed Decisions By...
 - ✓ Assessing Circumstances
 - ✓ Evaluating Alternatives
 - ✓ Using Available "Tools" For Assistance
- Questions ?
- See You At The Breakout Sessions